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DDA SUBJECT FILE COPY

SAS 87-310
4 MAY 1987

MEMORANDUM FOR: Deputy Director for Operations

VIA: Chief, Evaluation and Plans Staff

25X1 FROM:

[Redacted]

SUBJECT: Renovations in GG-14 Headquarters Building

25X1 1. Request approval for SAS to expend [Redacted] of funds in FAN
25X1 7124-3003 for the purpose of renovating GG-14 Headquarters which is
occupied by [Redacted]. There are currently 24 work
stations in the area to be renovated, and this office has a need
for 28 work stations to accommodate their staff. The current
arrangements are not conducive to health and efficiency. Lighting
is very poor.

25X1 2. Approximately [Redacted] will be required for the renovations
to include:

a. Remove all the interior non-load bearing partitions
and erect three non-load bearing partitions. The removal
of the current partitions will provide an open office
environment to accommodate more work stations. The newly
erected partitions will provide one office in the area to
accommodate the Branch Chief, his deputy and a small
conference table to be used for meetings.

b. Relocate telephones and power as required and add new
where necessary.

c. Patch or replace carpet tiles as necessary.

d. Upgrade the ceiling with new lighting filters and
paint the ceiling tiles.

e. Paint all walls in the renovated area as well as one
room which will not be renovated.

25X1
STAT

207/10/87
100105

[Redacted]

[Redacted]

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S E C R E T

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25X1

3. Approximately will be required to purchase modular furniture, chairs and filing equipment.

4. It is requested this be given favorable consideration so we may proceed with the renovations

25X1

APPROVED:

25X1

Deputy Director for Operations

18 MAY 1987

Date

25X1

Deputy Director for Administration

2

Date

-2-

S E C R E T

S E C R E T

SUBJECT: Renovations in GG-14 Headquarters Building

STAT Distribution:
Orig -
1 - SMO/DO
STAT 1 -
1 -
1 - C/EPS
1 - DO Registry
1 - DDO
1 - DA Registry
1 - DDA

S E C R E T

TRANSMITTAL SLIP		DATE
TO:		
ROOM NO.	BUILDING	
REMARKS:		
MS/DA <u>DN</u> 19 MAY 1987 EXA/DA <u>gr</u> 21 MAY 1987 3-ADA <u>DN</u> 21 MAY 1987 4-DA <u>SI</u> 22 MAY 1987 3dx - rec approval - guide dir of logs indicates this area not scheduled for moves until 90 & is the worst area in bldg <u>DN</u>		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO.
1 FEB 56 241

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)